



# San Bernardino County

Land Use Services Department, Code Enforcement Division

San Bernardino County Government Center  
385 N. Arrowhead Avenue, First Floor  
San Bernardino, CA 92415-0187  
Phone (909) 387-8311  
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High Desert Government Center  
15900 Smoke Tree Street  
Hesperia, CA 92345  
Phone (760) 995-8140  
Fax (760) 995-8170

Rancho Cucamonga Office  
8575 Haven Avenue, Suite 130  
Rancho Cucamonga, CA 91730  
Phone (909) 948-5075

**EMAIL:** [CodeEnforcementDivision@lus.sbcounty.gov](mailto:CodeEnforcementDivision@lus.sbcounty.gov)

## REQUEST TO INSPECT/REPRODUCE PUBLIC RECORDS

**PLEASE NOTE:** If you are requesting information on multiple properties/addresses/parcels (APN's), a separate, complete report must be submitted for each property.

**Facility Name:** \_\_\_\_\_  
(BUSINESS OR APARTMENT COMPLEX NAME, IF APPLICABLE)

**Location Address:** \_\_\_\_\_  
(#, STREET NAME, CITY, ZIP CODE OR Assessor Parcel Number/APN)

**Requestor Name:** \_\_\_\_\_

**Requestor Address:** \_\_\_\_\_  
(IF REQUESTING REPORT BY POSTAL MAIL. PLEASE INCLUDE FULL ADDRESS: # STREET NAME, CITY, ZIP CODE)

**Requestor Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Case/File Number:** \_\_\_\_\_ **Officer** \_\_\_\_\_  
(If known) (If known)

**Time frame of information requested:** From \_\_\_\_\_ To \_\_\_\_\_  
(MONTH/YEAR OR DATE IF KNOWN)

**Specify Information Requested** (*FILE, INSPECTION REPORT, COMPLAINT, ETC*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email the completed form to [CodeEnforcementDivision@lus.sbcounty.gov](mailto:CodeEnforcementDivision@lus.sbcounty.gov), or use the above addresses for postal mail.

Please allow **TEN (10)** business days from receipt of request for the research and compilation of report. There is no charge for reports that may be provided electronically (email). For hard copy reports, please note the following fees:

**COPY FEE: \$.10 PER PAGE. CERTIFIED COPIES: ADDITIONAL \$.22 PER PAGE.**  
Postal fees may also apply if the report is requested by postal mail.